

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: National Archives and Records Administration (NIR) 8601 Adelphi Road, College Park, MD 20740-6001		JOB NUMBER NI-AU-97-20	DATE RECEIVED 11-12-97
1. FROM (Agency or establishment) U.S. Army		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION U.S. Total Army Personnel Command		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Records Management Program Division			
4. NAME OF PERSON WITH WHOM TO CONFER Eve G. Roberts	5. TELEPHONE 703-806-4389	DATE 1/14/98	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 5 Nov 97	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> HOWARD N. GREENHALGH	TITLE Chief, Records Management Program Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p><u>OFFICE TEMPORARY DUTY TRAVEL FILES</u></p> <p>FN: 1hh TITLE: Office Temporary Duty Travel PRIVACY ACT: A0037-1076bSAFM DESCRIPTION: Requests and authorizations for office personnel for temporary duty (TDY) and related documents. DISPOSITION: Destroy after 1 year.</p> <p>ADD: FOR CHIEF, ARMY RESERVE: Destroy 1 year after transfer or separation of the Chief, Army Reserve.</p>	NN-166-204	